

OpenHire: Introduction

Training for All OpenHire Users

What is OpenHire?

OpenHire is Xavier's new applicant tracking software. The use of OpenHire will provide a more efficient, consistent, and easy to use solution to manage our recruitment processes.

There are numerous benefits to using OpenHire and listed below are just a few....

- Reduce paper & support sustainability
- Customizable hiring workflow that will provide consistent candidate management.
- More efficient interview scheduling processes.
- Streamline applicant communication.
- Career Portal for candidate to electronically submit their application.
- Improve employment brand of Xavier University

Using OpenHire

Logging in and Getting Started

Follow these steps to log in to OpenHire:

1. Navigate to: <https://xavier-openhire.silkroad.com/>

Tip: The link to OpenHire will be located on the Portal under the 'Business' tab but it may also be helpful to save this address as a Favorite.

2. Log in by clicking, 'Click Here to Attempt to Single Sign-on.'

Important Note: If you are working from home you must login to Xavier's network (VPN) before you attempt to login to OpenHire.

Below is a screen shot of the OpenHire Login page:



User Roles

All members of a Search Committee will have access to OpenHire.

There are two types of User Roles that will be utilized:

1. **Recruiter** - This user role will be assigned to all Search Committee Chairs
 - Access to create requisitions (A *requisition is defined as an unapproved job opening.*)
 - Review applicant materials
2. **Hiring Manager** - All other members of the search committee will have Hiring Manager access.
 - Review applicant materials

Career Portal Overview

All candidates that wish to apply to Xavier University or research current job postings will be directed to the new Career Portal page.

The Career Portal page provides our candidates increased engagement and campus awareness with content on new employment listings, benefits, diversity, mission & identity, and various other resources.

- Navigate to Xavier's new career portal page by clicking on the link below:

<https://careersatxavier.silkroad.com/>

- This link will also be available through Human Resources homepage.



What OpenHire Training is Available?

Quick reference training guides have been developed and are accessible under the Hiring Resource Guide.

Below is a list of the training guides that have been developed:

- Introduction (all OpenHire users)
- OpenHire Process Map
- Requisition Creation & Approval (Search Committee Chairs)
- Requisition Approval Process (Division and Department Heads)
- Resume Review (Search Committee Chairs)
- Resume Review (Search Committee Members)
- Interview Requests (Search Committee Chairs) –
- Interview Requests (search Committee Members)
- Offer Approval Process

In addition to the quick reference guides, when a search committee is created in their first hire meeting with HR they will be given a more in-depth training session on how to use the OpenHire system.

Introduction Training Complete!

Please continue to the Review Requests training guide for additional training on the OpenHire Process...